

FLEET SERVICES SUPERVISOR

POSITION SUMMARY: This is a professional position that is primarily responsible for efficient and orderly operations within the Fleet Services area of Public Works. This position is responsible for technical as well as professional work in this work area. This position is responsible for planning, organizing, and supervising Fleet Services staff, contract oversight and management. Work involves the use of reasoned judgment and specialized knowledge and skill in activities of the department in areas such as vehicle and equipment repair, maintenance of the public works facility and oversight of the motor pool fleet.

SUPERVISION RECEIVED: Work is performed under the direction of the Assistant Director of Public Works – Maintenance or designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate department personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the Assistant Director of Public Works – Maintenance, boards and commissions, staff, City departments and others to establish priorities, develop department plans and goals, coordinate activities and implement projects. May serve as lead person on projects and committees.
2. Set and review standards for Fleet Services activities and plan, organize, schedule, administer and direct the daily operation of the Public Works facility and Fleet Services and its personnel, including necessary labor, equipment, materials and contracted services. Review daily work records to determine completeness and accuracy.
3. Provide timely training, mentoring and performance evaluations for subordinate employees and assist in the selection of department personnel. Evaluate and verify employee performance through the review of completed work assignments and work techniques.
4. Conduct inspections of Fleet Services work to ensure conformance with plans, specifications and maintenance standards and to ensure proper procedures and equipment are being used.
5. Investigate inquiries and/or complaints made by staff, citizens, businesses, or other personnel and follow up on corrective actions, ensuring that replies are provided.
6. Serve as a liaison to other City departments, agencies, boards, commissions, committees, and businesses.
7. Work cooperatively with the Assistant Director of Public Works – Maintenance and others in preparing various materials, reports, displays, resolutions and ordinances and presents information to various groups, including the City Council and various boards, commissions and committees.
8. Participate in the development and administration of the department budget, ensuring that department activities are completed in accordance with established budgetary and purchasing policies and procedures.

9. Keep abreast of new developments in the field and current issues through continued education, professional growth and cooperative relationships with peer agencies and other governmental units.
10. Develop bid specifications and contracts and make recommendations for award of contracts and oversee contracts and contractors.
11. Compile and analyze data, identify trends or patterns. Perform cost/benefit analysis for programs, projects and rentals and recommend changes to the Assistant Director of Public Works – Maintenance as appropriate.
12. Perform related work as required.

KNOWLEDGE, SKILLS and ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in automotive technology, automotive engineering, automotive management or a related field from an accredited institution and a minimum of five years experience in a similar setting. An equivalent combination of education, training and experience may substitute for the degree requirement.
- B. Knowledge and experience in the principles and practice of operating and maintaining a public works facility and motor pool fleet.
- C. Knowledge of training and supervisory techniques and employee policies and procedures. Demonstrated skill in planning, organizing, scheduling, directing, and coordinating work activities.
- D. Demonstrated ability in preparing, maintaining and presenting accurate reports and records.
- E. Demonstrated ability to think strategically, learn about diverse City operations and processes, communicate effectively and maintain favorable public relations.
- F. Possess excellent organizational skills and the ability to problem solve. Skill in organizing schedules and coordinating associated resources.
- G. Ability to participate in the preparation and administration of complex budgets.
- H. Demonstrated proficiency in the use of information technology including software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary.
- I. Demonstrated ability to establish effective and cooperative working relationships and the ability to use tact, good judgment and resourcefulness when working with superiors, associates, subordinates, vendors, other organizations and the public.
- J. Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information. Ability to communicate and present information effectively, both in verbal and written manners to varied audiences.

- K. Ability to work effectively within deadlines, under stress, and with changing work priorities.
- L. Ability to obtain other required licenses or certifications as necessary.
- M. Demonstrated ability with all areas of fleet services and contract management, including development and oversight of projects.
- N. Ability to perform work involving strenuous physical effort in inclement weather.
- O. Ability to work any shifts and schedules as necessary to provide proper coverage for all events.
- P. Possess a valid Michigan motor vehicle operator's license.
- Q. Ability to possess and maintain a CDL-A with hazardous materials and tanker endorsements if deemed necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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